



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



LYNN T. BESHEAR
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE:	Community Services Specialist V	NUMBER:	18-03
JOB CODE:	T5000	DATE:	1/26/2018
SALARY RANGE:	82 (\$59,517.60 - \$90,724.80)	PCQ#:	8822800
JOB LOCATION:	Department of Mental Health Region III Community Services 3280 Dauphin Street Building B, Suite 100 Mobile, AL 36606		

MINIMUM QUALIFICATIONS: Master's degree in Social Work, Psychology, or another human service field, plus extensive experience (72 months or more), working specifically with persons with intellectual and/or developmental disabilities (I/DD) in a community setting, including considerable experience (48 months or more) in a supervisory or administrative capacity.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

NECESSARY SPECIAL REQUIREMENTS: Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.

KIND OF WORK: This is an administrative position with direct responsibility for determining and prioritizing service needs for persons with intellectual and/or developmental disabilities (I/DD) that reside within the Region III Community Services Area. The Director of Community Services is responsible for service planning in conjunction with local and private organizations that have responsibilities for the development and/or provision of community services/supports to persons with intellectual and developmental disabilities. The employee in this position will be responsible for assuring that quality services are provided in the most integrated setting possible. Duties include assisting individuals and families in self-directed services, providing housing and in-home supports, and supporting individuals in employment services. Additional duties involves the monitoring of services and supports provided to ensure accountability of service providers; providing resources for consultation and technical assistance to all service providers in the area of programmatic, vocational, contractual

requirements and management; developing resources; and developing the Region III Community Services budget, in conjunction with the Region III Budget Officer, and monitoring the budget expenditures. The employee in this position will supervise the Community Services staff, will be responsible for developing a regional plan for services, and will be expected to organize, plan and implement work in an independent manner with administrative oversight.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of community services agencies and dealing with persons with intellectual and/or developmental disabilities (I/DD). Knowledge of, ADMH/DD regulations, policies, and procedures, and Title XIX. Knowledge of Medicaid waiver eligibility for I/DD services division. Ability to effectively intervene in crisis situations. Ability to provide guidance and support to individuals, family and community providers, and provide technical assistance in areas of expertise. Ability to understand and interpret appropriate standards, policies, and regulations. Ability to organize, plan and implement work in an independent manner. Ability to communicate effectively, verbally and in writing.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: February 23, 2018